

**OFFICE OF THE GOVERNOR
BUDGET AND PROGRAM PLANNING
STATE OF MONTANA**

BRIAN SCHWEITZER
GOVERNOR



PO Box 200802
HELENA, MONTANA 59620-0802

**'09B – Memo 7
0 Attachments**

M E M O R A N D U M

TO: Directors and Central Services Administrators of State Agencies

FROM: David Ewer, Budget Director
Office of Budget and Program Planning

DATE: August 10, 2006

SUBJECT: **Preparing for the Supplemental Appropriation Bill – HB 3
and for the Budget Amendment Bill – HB 4**

FY 2007 Supplemental Appropriation Requests (HB 3)

1. The few agencies anticipating a supplemental request are asked to submit a brief **memo request by October 16**, including an explanation of the "unforeseen and unanticipated emergency" and reason(s) why all other sources of funds appropriated are insufficient to meet the need. You will be contacted if we have questions or need more information.
2. Any later request or adjustment to an original request also must be submitted to OBPP, but will be presented to the Legislature for consideration as an **amendment** to HB 3.

Budget Amendment Bill (HB 4)

1. We will continue processing BA BCDs until January 3rd. When the gavel comes down, the Legislature will be in session and we will not process any more BA BCDs until after approximately April 6 (when Senate Finance Committee hears HB 4).
2. **If a BA has been approved prior to the session and will continue BEYOND Sept. 30, 2007, language to continue the remaining authority must be included in HB 4 (OBPP will prepare HB 4).** All agencies **MUST** submit any new BA authority or extensions to existing BA authority to OBPP ASAP as they are received between now and Nov 3rd in order to be included in the first draft of HB4. BA BCDs must also continue to be submitted ASAP between Nov 3rd and approximately April 6th. We will draft HB 4 based on all the grant information processed to date with your BCDs to include this continuing language. We will post the draft on our guest directory and send an e-mail to each agency in the bill requesting your immediate review **around Nov. 8**
3. **If you receive a new budget amendment or an extension/expansion of an existing BA between January 3rd and approximately April 6th, you must submit it with a "high priority" BA BCD to the OBPP so we can prepare an amendment to HB 4.** As you know, HB 4 is one of the more difficult bills for newer members of the Legislature to understand so it becomes essential that the amendments are coordinated into one package. It is illegal by substantive law for us to approve a BA after the session that was available for legislative consideration between January 3rd and approximately April 6th. Several agencies have lost federal funds in the past because the award notices and/or extensions got set-aside during the rush of session work. Don't let that happen to you! Plan to continue submitting BA BCDs right through the session for amendments to HB 4.